

CITY OF BURBANK

ENGINEERING ASSOCIATE/TRAFFIC

DEFINITION

Under supervision, to perform office and field engineering design, construction, and maintenance of traffic infrastructure; and perform related work as required.

ESSENTIAL FUNCTIONS

Initiates, prepares, and/or reviews designs, studies, cost estimates, staff reports, and standards, and addresses design engineering problems relating to maintaining and constructing traffic system infrastructure; identifies the need to obtain and compile basic data such as field surveys and location of utilities; coordinates the construction, operation, and contractual requirements of various traffic system projects including, but not limited to, traffic signals, communications systems, traffic signs, and pavement markings performed by contractors; reviews and recommends modifications and alternatives to contract documents and change orders; makes field inspections of construction sites and maintains accurate and complete records; issues various traffic-related permits; calculates quantities and costs and writes reports; assists the public with questions and complaints on traffic related issues; may act as lead worker over a small number of para-professional employees; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles of civil and/or traffic and transportation engineering; standard manuals and standards related to traffic, including the Manual of Uniform Traffic Control Devices, Caltrans Design Manual, and Caltrans Standard Plans and Specifications; principles and practices of budgeting and cost control; proper English usage, spelling, grammar, and punctuation in order to effectively perform the essential functions of this classification (this is not a language restriction as defined in California Government Code Section 12951).
- Skill in - interpreting specifications, plans, and drawings; design and layout work applied to traffic engineering; preparing specifications and writing technical reports; utilizing computers, computer aided drafting and design software, and a variety of other computer software.
- Ability to - apply engineering principles to the solution of specific problems involving traffic analysis, mathematics, engineering construction methods; coordinate and manage construction projects; prepare and review design plans, specifications, estimates, and reports; perform field inspections; receive general instructions for assignments; plan, layout, and direct the work of others; maintain accurate records; utilize computers in the performance of complex calculations; communicate effectively both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: A B.S. degree from an accredited college or university with major course work in civil, traffic, or transportation engineering or a closely related field, and two years of professional engineering experience at the level of an assistant or higher.

License & Certificates: A valid California Class "C" driver's license or equivalent is required at the time of appointment. All required licenses and certificates must be maintained throughout employment in this classification.

Special Conditions and Requirements: Possess and maintain physical condition required to perform essential functions of the classification which include the physical ability to: walk on uneven work surfaces; remain in a stationary position for extended periods of time; review documents both on paper and on a computer monitor, and make field observations.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Registration in the State of California as a Professional Civil or Traffic Engineer and proficiency in the use of computer aided drafting and design software.